



Community Development

Plat, Site Condo, & Subdivision

We know that starting the Plat, Site Condo, & Subdivision permit process can be confusing, so we want to give you a straightforward picture of how this works in the City of Cadillac.

If you're interested in developing a Plat, Site Condominium, or a Subdivision, your first step is to gather your materials and submit a complete application to the Community Development Department. Your application package should include a written narrative that describes your project and why you believe the location is a good fit, along with a thorough, scaled site plan. Be sure your site plan shows property lines, all existing and proposed structures, street and alley locations, easements, and other relevant features around your site. You'll need to submit your materials at least 60 days before the Planning Commission's next meeting. The Planning Commission meets on the fourth Monday each month at 6:00pm.

After your application arrives, City staff will check to make sure it's complete. Incomplete applications will not be accepted. Per the Land Division Act, sections 113-118, you must submit a written request to the chairperson of the county plat board, city and each officer or agency entitled to review. A preliminary meeting will then be held within 30 days of that written request and complete application. Once you receive approval from that preliminary meeting, the City performs a site plan review process, which takes 2-3 weeks. Upon receipt of approval for the site plan, the City will notify property owners within 300 feet as well as publish an official notice at least 15 days before the public meeting date.

At the public hearing, you'll have a chance to present your plans, and your neighbors can share questions and feedback. After reviewing the project and all public input, the Planning Commission will make a recommendation to the City Council, which gets the final say on any Plat, Site Condo, or Subdivision request. The full process typically takes about three months, depending on the complexity of your project and the completeness of your submission.

As you prepare your application, we highly recommend scheduling a meeting with the Community Development Department. We can help you navigate site plan requirements, discuss if additional studies might be needed, and make sure you have everything in order. For every application, you'll need a narrative, detailed maps, and supporting documentation meeting City standards.

If you have any questions or just to talk about your proposal before getting started, please contact the Community Development Department. Our team is here to help make the process as clear and manageable as possible.

Sincerely,

A handwritten signature in black ink that reads "Theresa Waldo". The signature is fluid and cursive.

Theresa Waldo MM
Community Development Director
City of Cadillac
twaldo@cadillac-mi.net

Includes the creation or amendment

A full version of the ordinance governing this application packet can be found on the city website in [Chapter 20, Land Divisions and subdivisions.](#)

Step by Step Guide

1. Pre-application Review Meeting may be requested by the applicant. The Applicant must submit a written request to the chairperson of the county plat board, city, and each officer or agency entitled to review under sections 113 to 118 of the Land Division Act. This meeting shall take place no later than 30 days after the written request is received.
2. Complete application for a preliminary approval submitted to Community Development Department.
3. Site Plan Review Minor Process .
4. Schedule Planning Commission Public Hearing and post notices, including all properties and neighbors within 300 feet.
5. Planning Commission Public Hearing to consider the request takes place. PC shall make a recommendation to City Council within 30 days after submission if a pre-application meeting was conducted or within 60 days after submission if such a meeting was not conducted to approve, approve with conditions, or deny the application. * if recommended for denial by the Planning Commission, City Council may overturn with a 2/3's vote.
6. City Council considers recommendation from PC at next regularly scheduled meeting.
7. Preliminary determination letter mailed. The applicant must file this approval to local and state authorities listed in the land division act. This approval lasts for 2 years and may be extended by city council if applied in writing with evidence of need.
8. Complete application for final approval submitted to Community Development Department. This must be submitted at least 20 days prior to the next regularly scheduled City Council meeting.
9. Schedule City Council public hearing. Notices will be posted and mailed to all properties located within area or adjoining it.
10. City Council will approve, approve with conditions, or deny the application by resolution.
11. Final determination letter mailed. The applicant must file this approval to local and state authorities listed in the land division act.

I hereby certify that I have included all items above to the best of my knowledge and ability.

Signature of Applicant

Date



Plat, Site Condominium, and Subdivision Application

Step by Step guide and application

Plat, Site Condominium, or Subdivision Application

Please select the appropriate Zoning Application(s) you are requesting. Applications are not considered complete unless they include:

- A narrative describing the project, its need in the community, how it will affect the community and any other relevant information as may be required by Ordinance, staff or commissions.
- A proposed plat drawn to scale with all elements detailed in the plat, site condominium or subdivision application review checklist
- Any other information regarding the lot or neighboring lots, proposed or existing deemed necessary for review.
- Legal Description of Subject Property ***Must be submitted electronically in WORD Format***

Owner Name _____ Owner Telephone _____

Owner Address _____

Owner Email _____

Applicant/Representative _____ Applicant Telephone _____

Applicant Address _____

Applicant Email _____

Subject Property Address _____ Total Acreage _____

The City of Cadillac must be given knowledge of every person having legal or equitable interest in land subject to this petition. It must include:

NAME, ADDRESS, EMAIL ADDRESS, PHONE NUMBER, and INTEREST

1. _____
2. _____
3. _____
4. _____

I hereby certify that I have a legal or equitable interest in all land subject to this petition and hereby grant permission allowing City personnel on the premises.

Signature of Owner

Date

Signature of Applicant

Date

INTERNAL USE ONLY:

___ Signed Application (all pages)

___ Narrative

Date Received _____

___ Payment

___ Plat Drawing

Plat, Site Condominium, and Subdivision Application

Step by Step guide and application

Plat, Site Condominium, or Subdivision Review Checklist

#	✓	Item
1		Complete and signed application.
2		Legal description and parcel number of the site. The legal description may be placed on the plan or attached separately. An electric WORD version of the description must be provided.
3		Plan date.
4		North arrow.
5		Plan scale. The scale and dimensions must be such that all information is fully legible.
6		Site location map (insert map).
7		Name, address, and telephone number of the property owner and applicant (if not the property owner).
8		Name, address, email address and telephone number of the person or firm responsible for plan preparation.
9		Plat plan elements – site features detailing location and dimensions: a) Streets. b) Exterior dimensions of parcels c) Easements d) Natural features e) Location, size and dimensions of proposed lots f) Set aside lands for public or private use g) Drainage and utilities h) Topography at 2ft intervals i) Plat Name j) Professional surveyor or engineer seal k) Buildable area of each lot as defined by required setbacks
*Notes: - Depending on the scope of a project, certain requirements may be waived by the Zoning Administrator. - Additional project information may be required if needed to determine compliance with the standards of the ordinance. - Required Coordinate System: <u>As required by the City</u>, deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).		

I hereby certify that I have included all items above to the best of my knowledge and ability.

Signature of Applicant

Date